



**COUNTY OF YORK JOB DESCRIPTION**  
Administrative Assistant II  
Community Services/Children's Services

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

---

**GENERAL STATEMENT OF JOB**

Responsible for providing administrative and clerical support to the Children's Services Manager. Monitors federal grant funds and prepares a variety of reports and documents including reimbursement requests; maintains files of a variety of records, reports, documents and correspondence; and assists in various bookkeeping and clerical support functions. Serves as a lead to other clerical/administrative staff. Screens and handles a variety of routine inquiries independently by telephone and in person. Work is performed under regular supervision.

**DISTINGUISHING FEATURES OF THE POSITION**

This position requires an on-call status in emergency situations such as hurricanes, and may be assigned to work in emergency shelters, or other designated areas as directed by the Emergency Operations Center.

**ESSENTIAL JOB FUNCTIONS**

Oversees and reviews the work of assigned administrative support staff; resolves problems as non-routine situations arise; meets on a regular basis with staff to assist with prioritizing of workload, and to provide guidance related to administrative procedures and processes, and budget information.

Gathers and analyzes data and prepares various reports including grant reports; monitors grant funds, and computes and prepares reimbursement requests; prepares board materials and coordinates dissemination to appropriate agencies for signatures, etc.

Attends meetings, takes dictation, and prepares minutes.

Serves as the systems administrator for the Head Start Data Base program; performs routine maintenance on the system and trains other employees in using the system.

Reviews and prepares annual lease agreements with schools.

Types material from typed or handwritten copy or machine dictation, which requires use of a variety of formats and using word processing and spreadsheet software for preparing correspondence, minutes, memos, reports, charts, forms, handbooks, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Answers telephone and greets visitors; receives inquiries and provides information based on detailed knowledge of Head Start programs, policies and procedures, or refers caller to appropriate personnel.

Performs a variety of administrative functions to relieve Division Head of operational details.

Supervises the work of the COE student assigned to the division.

Responsible for fiscal duties such as reviewing statements of P-cards and maintaining related division records; preparing requests for payment, verifying invoices, and reviewing division statements and payment invoices.

### **ADDITIONAL JOB FUNCTIONS**

Attends weekly staff meetings, and other meetings as requested.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of office systems, practices, and administration.

Thorough knowledge of word processing, data base, and spreadsheet software.

Thorough knowledge of business English.

Thorough knowledge of basic arithmetic and financial computations to include addition, subtraction, multiplication, division, percentages, and fractions.

Effective oral and written communication skills.

Ability to analyze and evaluate procedures and work methods, and to exercise appropriate judgement in establishing priorities and work methods.

### **EDUCATION AND EXPERIENCE**

Graduation from high school supplemented by course work in secretarial science or business practices, and 3 years of experience in administrative or clerical work, including experience in office management; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be

able to operate a motor vehicle. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. There is some bending and stooping when filing, and some lifting of packages weighing between 10 and 30 pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of documents, records, applications, and manuals. Requires the ability to prepare a variety of correspondence, reports and forms. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

**Intelligence:** Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval** \_\_\_\_\_